

DEPARTMENT OF THE NAVY  
NAVAL FACILITIES ENGINEERING CON MAN 0 200 STO, ALL STREET  
ALEXANDRIA, VA 22332 2300

NAVFACINST 1650.4D  
FAC-123  
18 SEP 1996

NAVFAC INSTRUCTION 1650.4D

From: Commander, Naval Facilities Engineering Command

Subj: MARVIN SHIELDS AWARD FOR CONSTRUCTION RATING PERSONNEL (SEABEES)

End: (1) Marvin Shields Award Nomination Format

1. Purpose. To establish criteria and furnish information regarding the Marvin Shields Award for Construction Rating personnel.

2. Cancellation. NAVFACINST 1650.4C is superseded and canceled.

3. Background.

a. Marvin G. Shields was a Construction Mechanic Third Class serving with the United States Navy Seabee Team 1104 at Dong Xoai, Republic of Vietnam. On 10 June 1965 the compound came under intense fire from a reinforced Viet Cong regiment employing machine guns, heavy weapons and small arms. For his conspicuous gallantry and intrepidity during the ensuing battle, at the risk of his life above and beyond the call of duty, Petty Officer Shields was posthumously awarded the Medal of Honor at White House ceremonies by President Lyndon B. Johnson on 13 September 1966.

b. In 1973, The Society of American Military Engineers (SAME) chose to recognize Petty Officer Shields by establishing the Marvin Shields Award. The award is offered annually by the Society to recognize a Seabee who has made an exceptional contribution to military construction and/or facilities maintenance. The objective of this award is to recognize enlisted men and women of the construction ratings for noteworthy technical ability, exemplary leadership and outstanding performance.

4. Discussion

a. The Marvin Shields award is open to all construction rating personnel. Although most past recipients have been in pay grades E6-E7, Commanding Officers/Officers in Charge should not overlook the significant contributions of personnel in lower paygrades when nominations are being considered.

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b. The award recipient is selected by a selection committee which is convened by the SAME, based upon membership recommendations from the Chief of Civil Engineers. The committee will normally include the Director of Seabee Support/Assistant Chief of Civil Engineers and the Master Chief of the Seabees.

5. Award Criteria. An annual award will be presented to an individual who by virtue of demonstrated technical and/or leadership skills, made an exceptional contribution in construction, facilities maintenance, training or readiness. The following general criteria will be applied in evaluating nominations.

a. Nominee actions contributed directly to an increased state of readiness of the Naval Construction Force through improvements in military or technical training, or readiness planning.

b. Specific construction or maintenance accomplishments resulting in exceptional improvements during the preceeding calendar year. These accomplishments could include material method improvements, substantial cost savings, significant organizational or technical progress, or outstanding leadership capabilities.

c. The selection committee will evaluate the magnitude of the nominee's contributions in relation to paygrade. Generally, the more senior the member, a greater emphasis is placed on the magnitude and significance of the members contributions.

d. Nominations based on a joint accomplishment may be considered if the persons nominated are equally responsible for accomplishment.

e. Membership in the SAME is not a prerequisite.

f. Commanding Officer's and Officers in Charge must ensure the nominee's record of performance is of the quality expected of the Naval Construction Force's outstanding Seabee.

1. Nominating Procedures.

a. Nominations will be submitted to the Commander, Naval Facilities Engineering Command, Code 12, to be received no later than 1 March each year in the format specified in enclosure (1).

b. Naval Facilities Engineering Command, Code 12, shall review the nominations for completeness, and forward them to the SAME Awards Board for selection. Upon notification of a selection by SAME, the Chief of Civil Engineers will announce the winner by message.

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7. Presentation of Awards. Presentation of the SAME award certificate and medal will be arranged by the Naval Facilities Engineering Command, Code 12.

8. Responsibility. The responsibility for the submission of the nominations for the SAME Marvin Shields Award lies with the Commanding Officer or Officer in Charge of each activity.

B. D. NEAL  
Director of Seabee Support/  
Assistant Chief of Civil Engineers

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MARVIN SHIELDS AWARD NOMINATION FORMAT

1. NAME:
2. PAY GRADE:
3. SOCIAL SECURITY NUMBER:
4. UNIT AT TIME OF SERVICE:
5. DUTY ASSIGNMENT(S):
6. PERIOD OF ACTION: 1 JANUARY I9XX - 31 DECEMBER I9XX
7. NARRATIVE SUMMARY OF SPECIFIC ACTION: (Not more than two, single-spaced pages)
  - A. ITEMS TO BE COVERED SPECIFICALLY INCLUDE:
    - (1) Leadership Qualities
    - (2) Major Project(s)
    - (3) Personnel Directly Supervised
    - (4) Time in Homeport/Deployed/Overseas during period with unit
8. NAME, RANK AND TITLE OF PERSON SUBMITTING THE RECOMMENDATION
9. PICTURES: 5" X 7', BLACK AND WHITE GLOSSY PHOTOGRAPHS, SIDE AND FRONT VIEW, PLAIN BACKGROUND, SERVICE DRESS BLUE WITH COVER.
10. A NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION AND SUMMARY OF ACTION ON A 3.5" FLOPPY DISK USING SOFTWARE READABLE BY WORD 6.0 OR WORDPERFECT 5.1.

PRIVACY ACT STATEMENT  
FOR  
MARVIN SHIELDS AWARD NOMINATION FORMAT

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL 93-579) (N01070-3) which require that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information:

- I. AUTHORITY: 5 USC 301 Departmental Regulations
2. PRINCIPAL PURPOSE(S): To furnish information regarding the individuals nomination for the Marvin Shields Award.
3. ROUTINE USE(S): The formatted information is utilized by the Society of American Military Engineers Marvin Shields Award Board in evaluating nominees for selection of the actual award winner. All information is strictly controlled by the board recorder and safeguarded in accordance with the provisions of the Privacy Act.
4. MANDATORY OR VOLUNTARY DISCLOSURE: Disclosure of this information is voluntary: however, failure to complete this form could have an impact on the ability of the board to properly evaluate the individual for consideration in the subject award.